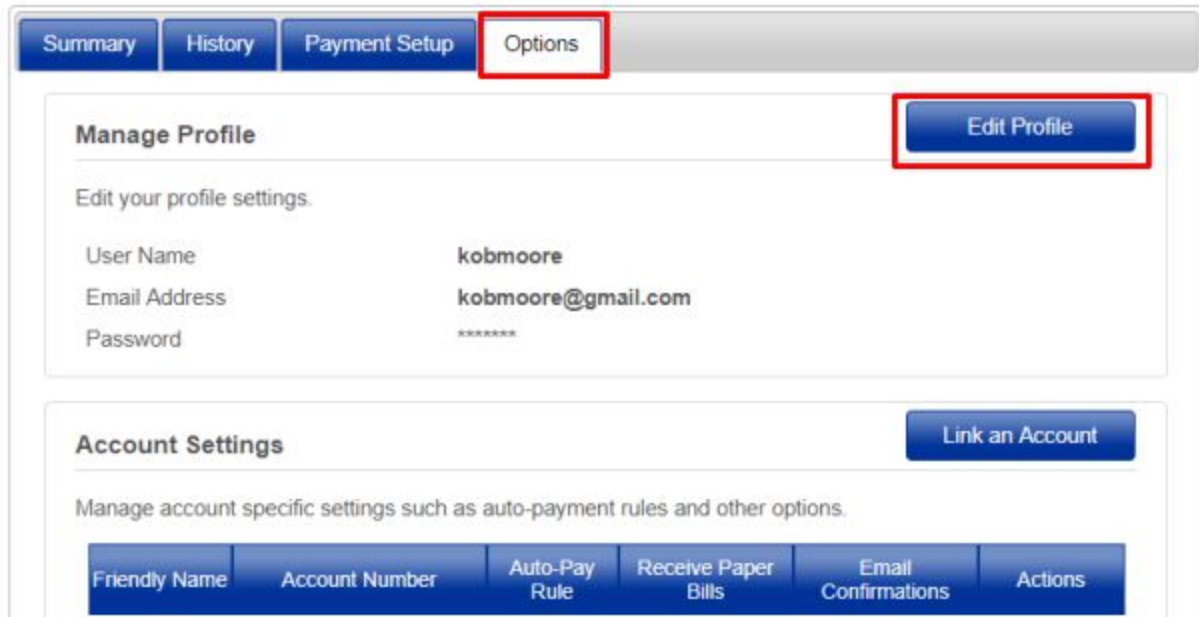


How to Change my Email Address for my Billtrust Account

1. Go to <http://wspringfieldma.billtrust.com> and login to your account
2. Go to the Options Tab and click on Edit Profile.



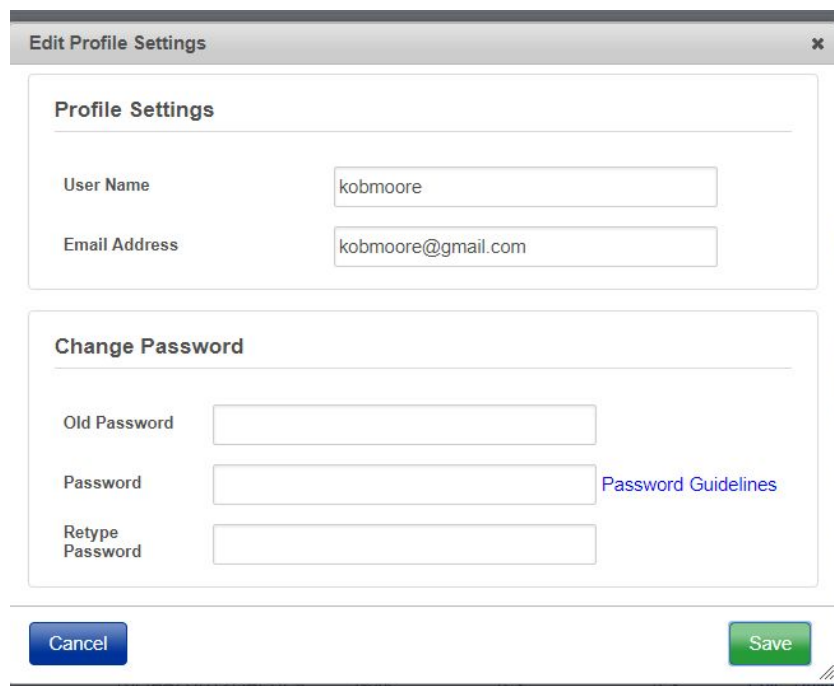
The screenshot shows the Billtrust account management interface. At the top, there are four tabs: Summary, History, Payment Setup, and Options. The Options tab is highlighted with a red box. Below the tabs, there is a 'Manage Profile' section with an 'Edit Profile' button highlighted with a red box. The profile information is as follows:

User Name	kobmoore
Email Address	kobmoore@gmail.com
Password	*****

Below the profile information, there is an 'Account Settings' section with a 'Link an Account' button. The account settings section includes a table with the following columns:

Friendly Name	Account Number	Auto-Pay Rule	Receive Paper Bills	Email Confirmations	Actions
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3. Change your email address



The screenshot shows the 'Edit Profile Settings' dialog box. It has two main sections: 'Profile Settings' and 'Change Password'. The 'Profile Settings' section has the following fields:

User Name	<input type="text" value="kobmoore"/>
Email Address	<input type="text" value="kobmoore@gmail.com"/>

The 'Change Password' section has the following fields:

Old Password	<input type="password"/>	
Password	<input type="password"/>	Password Guidelines
Retype Password	<input type="password"/>	

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Save'.